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ABSTRACT

The junior high student will type postcards, personal announcements, memorandums, personal notes, personal business letters, envelopes; and learn the parts of letters, letter styles, folding of letters, punctuation rules, proofreading, and erasing in this course. The student will also learn to compose at the typewriter. A prerequisite to this course is the ABC's of Typewriting and a pretest to be given to help the teacher to determine the student's placement in the class. The behavioral objectives, an outline of the course content, learning activities and procedures, and evaluative instruments (testing methods) are discussed. Ten pages of resource materials for student and teacher and an appendix of sample tests are included. (Author/BP)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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THE TYPEWRITER AND YOU

Business Education—7701.02 (New: 7763.02)

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DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION • 1971

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THE TYPEWRITER AND YOU

7701.02 (New: 7763.02)

Business Education

Written by Ruth Abrams
And Approved by the Business Education Steering Committee
For Quinmester Courses

for the

DIVISION OF INSTRUCTION
Dade County Public Schools
Miami, FL 33132
1972

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I. COURSE TITLE—THE TYPEWRITER AND YOU

II. COURSE NUMBER—7701.02 (New: 7763.02)

III. COURSE DESCRIPTION

A. Synopsis
The junior high student will type post cards, personal announcements, memorandums, personal notes, personal business letters, envelopes; and learn the parts of letters, letter styles, folding of letters, punctuation rules, proofreading, and erasing. The student will also learn to compose at the typewriter.

B. Textbook
One of the state adopted textbooks for junior high school and/or one of the school's choosing.

C. Occupational Relationships

Clerical workers	Secretaries
Typists	Stenographers
Office receptionists	Key-punch operators

IV. COURSE ENROLLMENT GUIDELINES

A. Prior Experiences Needed
Students should have attained the objectives of ABC's of Typewriting prior to enrollment in this course.

B. Pretest
This test should be used to determine whether the student has attained the objectives of the preceding course and/or the objectives of this course. It should, therefore, help the teacher determine individual placement within the class.

V. COURSE OF STUDY PERFORMANCE OBJECTIVES

Upon successful completion of this course, the student will be able to—

1. center a problem of seven or more lines both horizontally and vertically on a full or half sheet of paper;

2. tabulate properly to align a given list of words in two columns;

3. use a dictionary properly to determine word division, proper spelling, and word meaning in an original composition of a ten- or more-line paragraph;

4. compose and type a short, personal business letter in block or modified block style with mixed or open punctuation;

5. type a return and main address on a small envelope, and insert the letter typed in Item 4 into this envelope;

V. COURSE OF STUDY PERFORMANCE OBJECTIVES, Continued

6. proofread a typed letter with errors in punctuation and grammar and identify all errors;

7. identify at least nine parts of a letter on a given diagram with fill-in blanks;

8. type addresses on 10 post cards from a given list of names and addresses;

9. demonstrate correct erasing techniques; and

10. type paragraphs with syllabic intensity of 1.2 to 1.4 at the rate of 20 gross words a minute with five or less errors on a three-minute timed writing.

VI. COURSE CONTENT

A. Equipment and Supplies
   1. Basic
      a. Typing desk for each pupil; 20" x 40"; adjustable in height
      b. Typewriters—manual or electric
      c. Chair with bookrack; appropriate for typing posture
      d. Textbook(s)
      e. Demonstration stand and typewriter
      f. Paper
      g. Stopwatch with 60-second single sweep
      h. Dictionary
      i. Keyboard wall chart
      j. Posture wall chart
      k. Interval timer with bell
   2. Supplementary
      a. Overhead projector, screen, and appropriate acetates
      b. EDL Skill Builder, screen, and appropriate filmstrips
      c. Typing book holders
      d. Record player and rhythm records
      e. Videotape playback unit, videotapes, video monitor, VTR table and listening stations
      f. Business letter wall chart
      g. Manuscript setup wall chart
      h. Pacer or analyzer
      i. Tape recorder, tapes correlated with textbook, AV table, and listening station

B. Pre-Typing Activities
   1. Work area arrangement
      a. Paper and needed supplies to left
      b. Book or problem to type on right
   2. Typing drills (warm-up)—check posture of students

VI. COURSE CONTENT, Continued

C. Technique Review
   1. Hand, wrist, and elbow position
   2. Feet position
   3. Sitting position
   4. Finger reaches
   5. Eyes on copy

D. Keyboard Review
   1. Key location and proper fingering
   2. Combinations of letters and/or symbols to make other symbols

E. Parts of Typewriter (Review)
   1. Ratchet release
   2. Variable line spacer
   3. Shift lock
   4. Review of other machine parts

F. Horizontal Centering
   1. Backspace method
   2. Mathematical method
   3. Spread headings

G. Vertical Centering
   1. Backspace method
   2. Mathematical method
   3. Reading position

H. Five Basic Word Division Rules (Review)

I. Parts of Letters
   1. Heading (or letterhead and date line)
   2. Inside address
   3. Attention line
   4. Salutation
   5. Subject line
   6. Body
   7. Closing
   8. Company line
   9. Signature line
   10. Reference notation
   11. Enclosure

J. Letter Styles
   1. Block (full block in some sources)
      a. Mixed punctuation
      b. Open punctuation
      c. No indentions
   2. Modified block (blocked and semi-blocked in some sources)
      a. Mixed punctuation
      b. Open punctuation
      c. With and without indentions

VI. COURSE CONTENT, Continued

K. Small Envelopes and Post Cards
1. Return address
2. Main address
3. Special notations (current postal service regulations)
4. ZIP numbers
5. ZIP abbreviations for states
6. Folding letters for small envelopes

L. Corrections
1. Typing eraser
2. Correction tape
3. Correction fluid
4. Soft eraser for carbons (pencil type)

M. Proofreading
1. Punctuation rules
2. Capitalization rules
3. Proper use of dictionary

N. Timed Writings
1. One and two minutes for skill building
2. Three and five minutes for testing

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES

A. Teaching Methods

The methods best suited for this course are demonstrations, audio-visual presentations, drills, project typing, timed writings, and performance activities. The teacher may include the following techniques in planning class, small group, and individual activities. Touch Typing Packages suggest other activities.

B. Warm-Up Drills—to review previous keys, loosen finger muscles, and encourage students to begin work quickly

TYPE OF DRILL	PROCEDURE
Conditioning Practice	The assignment is placed on the board at the beginning of class. Each text provides sentences for drill before beginning a new lesson. These may or may not be graded, but should be checked to observe progress of the students.
Alphabetic Sentence	Sentences which include <u>all</u> letters of the alphabet should be given to determine letters that give the student the most trouble. Each text provides these sentences.

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES, Continued

C. Speed Drills—to aid in increasing typing speed of the students

TYPE OF DRILL	PROCEDURE
Rhythm	Direct the students to begin typing at a slow rate. Continue to pace the drill within range of most of the students, constantly increasing the speed.
Direct Dictation	The students type as the teacher dictates one-, two-, or three-letter words. The students are directed to use a quick stroke and key release. Words may be recorded on tape for individual drill.
Balanced-Hand	Dictate words in which the students use alternate hands to type the word. Example: if it is so she may go
Guided Writings	Choose guided writings from the text or some which have been planned previously. Set an easy goal, then permit the students to set their own goals.
Timed Writings	The teacher will choose material from the text with syllabic intensity of 1.2 to 1.4. Most authors recommend three 1-minute speed writings followed by a 3-minute accuracy writing.
D. Repetitive Practice	The teacher directs the students to retype material for reinforcement of learning or improvement in technique. This is especially helpful in tabulations.
E. Project Typing	The students are assigned a certain amount of material for the entire week such as cards, announcements, and notes or letters.

TYPE OF ACTIVITY	PROCEDURE
Centering a Memorandum	Students are instructed to center material from pages in the text. Review steps in vertical centering.

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES, Continued

TYPE OF ACTIVITY	PROCEDURE
Centering an Announcement	Students are instructed to center each line horizontally in an announcement. Review steps in horizontal centering.
Spread Centering	Instruct the students to choose material from a newspaper or magazine and spread-center.
Typing a One-Page Report	The teacher provides students with a correct one-page report to use as a model.
Typing a Personal Note	The students will use half sheets of paper and begin one inch from the top. The teacher will determine the margins.
Typing a Personal Note on Baronial Station (5-1/2 x 8-1/2)	Instruct the students to begin on line 10 and estimate the center of the paper to begin typing the date. Then begin the greeting five lines down. Use a 4-inch line.
Envelope Preparation	Review the various envelope sizes. Paper cut to the standard envelope sizes should be available for practice. The textbook and Touch Typing Package 27 have envelope typing procedure.
Folding Letters	The students are instructed to fold the lower edge of the letter to within one-half inch of the top, then fold from right to left about one-third the width of the sheet. Finally fold from left to right leaving a one-half inch margin.
Typing Personal Business Letters	Select appropriate letters from the text. Instruct the students on correct placement on paper. Have the students repeat a few of these letters with envelopes. The two basic letter styles and two types of punctuation should be covered; and letters with and without indentions are also recommended.
Messages on Post Cards	The students may type on old cards or paper cut to size (5-1/2 x 3-1/4).

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES, Continued

TYPE OF ACTIVITY	PROCEDURE
Punctuation	Instruct the students to type sentences, and capitalize and punctuate them correctly as they type.
Proofreading	Proofreading should be a part of every activity. The students should examine their work daily for possible errors. The instructor should inform the students whether to underline or circle errors.
Erasing	The proper procedure is described in the text and should be explained by the teacher. Erasing should not be permitted during this course. However, students could make corrections with correction tape or fluid if the teacher feels it desirable.

VIII. EVALUATIVE INSTRUMENTS

A. Tests

Tests which accompany the text or workbooks are available, and the teacher may select problems from material previously presented or use teacher-made tests.

ITEM	PURPOSE
Pretest	To determine student's eligibility for the course or placement within the course
Centering Test	To measure the student's ability to center material vertically and horizontally
Word Division Test	To determine if the student has developed the ability to divide words correctly at the ends of lines
Letter Parts Test	To determine if the student can identify the various parts of a letter
Tabulating Mechanism Drill	To measure the student's ability to operate the tabulating mechanism of the typewriter

VIII. EVALUATIVE INSTRUMENTS, Continued

ITEM	PURPOSE
Timed Writings	To measure the amount of speed and the degree of accuracy that has been gained by the student on straight copy material
Performance Drill	To measure the student's ability to follow written and/or oral instructions when typing letters, correcting, etc.
Problem Typing	To determine the effectiveness of the course content that has been presented.

B. Testing Intervals

Testing can be done throughout the quinmester, but it is suggested that most of the class time should be spent in actual typing of problems.

1. A pretest should be administered at the beginning of the course to determine individual placement within the course or if any students have already met the objectives of the course. Those students that have already met the objectives for this course should be moved to a higher level typing class (or course within this class).

   The pretest should contain a 5-minute timed writing (syllabic intensity of 1.2 to 1.4) and should measure all the objectives of this course of study. A maximum amount of time should be allowed for completion of problems, and the teacher should not supply any aid during the testing period.

2. At least one interim test should be given during the course. The interim test should measure the objectives covered in a unit or units of work. Since students will vary in their individual progress, the interim test might be administered several times; it is imperative that the teacher develop several of these so that the same one is not used more than once.

3. The posttest should be administered during the last week of the quinmester. It should be a parallel of the pretest and should therefore determine if the student has met the minimum objectives of this course.

C. Grading

Grading should be based on individual progress of each student at his/her own level. However, minimum standards for the course are

VIII. EVALUATIVE INSTRUMENTS, Continued

established in the performance objectives. It is conceivable that a student could spend more than one quinmester on this course of study while another student could spend less than one quinmester on this course of study and proceed to the next course of study during the same quinmester.

IX. RESOURCES FOR STUDENTS

A. Books

Altholz, Gertrude. Modern Typewriting Practice, 3rd ed. New York: Pitman Publishing Corporation, 1962.

Cook, Fred S.; Morrison, Phyllis C.; Trytten, John M.; and Whale, Leslie J. Gregg Junior High Typing. New York: Gregg Division of McGraw-Hill Book Co., 1965.

Ligouri, Frank E. Basic Typewriter Operations—Principles and Problems. Cincinnati: South-Western Publishing Co., 1971.

Lloyd, Alan C. You Learn to Type. New York: Gregg Division of McGraw-Hill Book Co., 1966. (elementary level)

Richardson, Nina K. Type with One Hand, 2nd ed. Cincinnati: South-Western Publishing Co., 1971.

Scott, Wesley E.; Hamilton, William J.; and Hertzfeld, Arthur. Modern Basic Typewriting, 2nd ed. New York: Pitman Publishing Corporation, 1962.

Stokes, Paul A. Today's Typing, 5th ed. Bethesda, Md.: Global Publishing Co., Inc., 1968. (paperback)

Wanous, S. J. and Haggblade, Berle. Personal Typewriting for Junior High Schools, 2nd ed. Cincinnati: South-Western Publishing Co., 1965.

B. Drill Books, Workbooks, and Practice Sets (Refer to catalogs for current issues.)

One or more of the workbooks that are correlated with the student textbooks are available from the respective publishing companies.

Brendel, Leroy A. and Near, Doris. Punctuation Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1970.

———— Spelling Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1964.

IX. RESOURCES FOR STUDENTS, Continued

B. Drill Books, Workbooks, and Practice Sets, Continued

Brendel, Leroy A. and Leffingwell, Elsie L. English Usage Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Ferguson, Margaret Ann and Nalepa, Barbara H. Basic Gregg Typing 1—Machine Controls (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1969.

Fries, Albert C. Timed Writings About Careers. Cincinnati: South-Western Publishing Co., 1963.

Grubbs, Robert L. and Weaver, David H. Typing Improvement Practice, either electric or manual edition. New York: Gregg Division of McGraw-Hill Book Co., 1972. (May be used with Gregg pacesetter.)

Hansen, Beatrice E. Progressive Typing Speed Practice, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Levine, Nathan. Typing for Everyone. New York: Arco Publishing Co., Inc., 1971. (35 lessons)

Lloyd, Alan C.; Rowe, John L.; and Winger, Fred E. Typing Power Drills, 2nd ed. New York: Gregg Division of McGraw-Hill Book Co., 1965.

Nanassy, Louis C. and Krevolin, Nathan. Timed Writings for Teen-Agers. New York: Pitman Publishing Corporation, 1963. (Primarily for junior high schools)

Palmer, Harold O. and Agnew, Allen M. Triple-Controlled Timed Writings. Cincinnati: South-Western Publishing Co., 1970.

Rowe, John L. and Etier, Faborn. Typewriting Drills for Speed and Accuracy, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1966.

Short Course for the IBM Selectric Typewriter. International Business Machines Corp., 1968.

Thompson, James M. Typewriting Timed Writings with Selected Drills, 3rd ed. Cincinnati: South-Western Publishing Co., 1968.

Wanous, S. J. Statistical Typing with Tabulation Problems, 2nd ed. Cincinnati: South-Western Publishing Co., 1956.

IX. RESOURCES FOR STUDENTS, Continued

B. Drill Books, Workbooks, and Practice Sets, Continued

Winger, Fred E. and Weaver, David H. Gregg Tailored Timings (electric or manual editions). New York: Gregg Division of McGraw-Hill Book Co., 1971. (May be used with Gregg pacesetter.)

C. Reference Manuals (in addition to dictionaries and encyclopedias)

Abbreviations for Use with ZIP Codes. United States Postal Service, Washington, D. C., 1967.

Dougherty, Margaret M.; Fitzgerald, Julia H.; and Bolander, Donald O. Instant Spelling Dictionary, 3rd ed. Mundelein, Illinois: Career Institute, 1967.

Electric Typing is Easy Typing. New York: Underwood Corp.

Gavin, Ruth E. and Sabin, William A. Reference Manual for Stenographers and Typists, 4th ed. Gregg Division of McGraw-Hill Book Co., 1970.

Guide for Typing Term Papers and Reports, A. (11 pp.—75¢; No. T-4) Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

House, Clifford R. and Koebele, Apollonia M. Reference Manual for Office Personnel, 5th ed. Cincinnati: South-Western Publishing Co., 1970.

House, Clifford R. and Skurow, Samuel. Typewriting Style Manual. (correlated with 20th Century Typewriting, 9th ed.) Cincinnati: South-Western Publishing Co., 1968.

How to Spell It. Sperry Rand Corporation, 1340 West Flagler Street, Miami, Florida, 1967.

Leslie, Louis A. 20,000 Words, 6th ed. New York: Gregg Division of McGraw-Hill Book Co., 1971.

Silverthorn, J. E. and Perry, Devern J. Word Division Manual, 2nd ed. Cincinnati: South-Western Publishing Co., 1970.

Tips to Typists. Smith-Corona, 3850 Biscayne Boulevard, Miami, 1967.

25 Typing Shortcuts. Sperry Rand Corporation, 1340 West Flagler Street, Miami, 1967.

IX. RESOURCES FOR STUDENTS, Continued

D. Learning Activity Packages

Thirty-two Touch Typing media packages are available from Textbook Services of Dade County Public Schools (1971). The following packages are appropriate for this course:

11S-MP-1	PREPARING TO TYPE
11S-MP-2	E, H, LEFT SHIFT
11S-MP-3	I, T, PERIOD
11S-MP-4	REINFORCEMENT
11S-MP-5	U, C, RIGHT SHIFT
11S-MP-6	R, O, Z
11S-MP-7	G, N, W
11S-MP-8	REINFORCEMENT AND BASIC TABULATION
11S-MP-9	P, V, COMMA
11S-MP-10	Q, M, X
11S-MP-11	V, B, QUESTION MARK
11S-MP-12	8 AND 1
11S-MP-13	APOSTROPHE, EXCLAMATION POINT, 4
11S-MP-14	2, 7, DOLLAR SIGN
11S-MP-15	QUOTATION MARKS, 6, AMPERSAND
11S-MP-16	UNDERSCORE, 3, 9
11S-MP-17	NUMBER OR POUND SIGN, LEFT PARENTHESIS, AND ZERO
11S-MP-18	FIVE, RIGHT PARENTHESIS, HYPHEN
11S-MP-19	PERCENT, ASTERISK, DIAGONAL
11S-MP-20	COLON, ONE-HALF, CENT
11S-MP-21	ONE-FOURTH, @, REVIEW
11S-MP-22	HORIZONTAL AND VERTICAL CENTERING
11S-MP-23	PAGE LINE GAUGE
11S-MP-24	WORD DIVISION
11S-MP-25	VARIATIONS IN CENTERING
11S-MP-26	PARTS OF LETTERS
11S-MP-27	CARBON COPIES AND SMALL ENVELOPES

E. Videotapes

Videotapes (one-half hour each) correlated with the above learning packages are available from the Department of Media Services, Dade County Public Schools (1971).

F. Audiotapes (reel-to-reel and cassette) and Records

Classroom teachers should prepare additional tapes to assist individual students.

Class National Publishers, Inc., has 74 tapes that teach the entire first year of typewriting (148 lessons); 5-inch reels or cassettes. Stock #116700, $662.30; first semester only, $368.15. 3825 Bunker Hill Road, Brentwood, Maryland 20722.

IX. RESOURCES FOR STUDENTS, Continued

F. Audiotapes and Records, Continued

Musical Typing. Set 99, 20-50 wpm. New York: Dictation Disc Co.

Musical Typing Records (swing arrangements), 20 to 50 wpm; four 45-rpm records, $4.60 (Set 99). Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Records for Gregg Typing, 191 Series—Keyboard Drills and Exercises. Boxes 1-4 (each has 5 records), $24 each; complete set with filmstrip guide, $86.50. New York: Gregg Division of McGraw-Hill Book Company.

Rhythm Set, 16-60 Series; 33 1/3 rpm. Set 1 (6 records), $28; Set 2 (6 records), $28; complete set, $51. New York: Gregg Division of McGraw-Hill Book Co.

Timing Record for Typing Homework. T-800, 45 rpm, 6 min. New York: Dictation Disc Co.

Typing Improvement Tapes (reels or cassettes). Ten 15-minute lessons for teachers or advanced students. Set No. T-47, $22.50. Tape 1—Knowing Your Typewriter, Parts I and II; tape 2—Improving Typing Technique, and Plan Your Work; tape 3—Work Your Plan, Parts I and II; tape 4—Tricks of Typing, and Stencil Cutting; tape 5—Correcting Mistakes, and Typewriter Care. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Wood, Merle. Tapes for Timed Writings. Instructions and intervals are recorded. Each tape is $10 or complete set, $40. Western Tape, Box 69, 2273 Old Middlefield Way, Mountain View, CA 94040.

Tape 1—36 one-minute timings
Tape 2—22 two-minute timings
Tape 3—16 three-minute timings
Tape 4—10 five-minute timings
Tape 5—1, 2, and 3-minute timings

G. Periodicals

Office Girls' Workshop, Portfolios 1 and 2. Waterford: Bureau of Business Practice, Inc., 1964.

X. RESOURCES FOR TEACHERS

A. Books

Teacher's editions, manuals, test booklets, and/or solutions for most of the books listed in Resources for Students are available from the publishers.

X. RESOURCES FOR TEACHERS, Continued

A. Books, Continued

Douglas, Lloyd V.; Blanford, James T.; and Anderson, Ruth I. Teaching Business Subjects, 5th ed. Englewood Cliffs: Prentice-Hall, Inc., 1958.

Guide to Business Education in Florida Schools, A—Bulletin 72. Tallahassee: State Department of Education, 1967.

Krevolin, Nathan. Art Typing, revised ed. New York: Pitman Publishing Corporation, 1965.

Lamb, Marion M. Your First Year of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1959.

Liguori, Frank E. Basic Typewriting Operations—Principles and Problems. Cincinnati: South-Western Publishing Co., 1965.

Mase, Clarence. Business Education in the Junior High School. Monograph 113. Cincinnati: South-Western Publishing Co., 1965.

Robinson, Jerry W. Practices and Preferences in Teaching Typewriting. Cincinnati: South-Western Publishing Co., 1969.

Russon, Allien R. and Wanous, S. J. Philosophy and Psychology of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1972.

West, Leonard J. Acquisition of Typewriting Skills. New York: Pitman Publishing Corp., 1969.

White, Jane F. and Shank, Bruce C. Teaching Typewriting. Portland: J. Weston Walch, 1964.

Yearbook. Contributions of Research to Business Education. Washington, D. C.: National Business Education Association, 1971. Pages 17-27.

B. Periodicals

Balance Sheet, The. Cincinnati: South-Western Publishing Co. Monthly, October through May.

Business Education Forum. Washington, D. C.: National Business Education Association. Published monthly, October through May.

Business Education World. New York: Gregg Division of McGraw-Hill Book Co. Five publishings each school year.

X. RESOURCES FOR TEACHERS, Continued

B. Periodicals, Continued

Journal of Business Education. East Stroudsburg, Pa.: Robert C. Trethaway. Monthly, October through May.

Typewriting News. Cincinnati: South-Western Publishing Co. Semi-annual.

C. Learning Activity Packages

A teacher package with cues, evaluating instruments, and solutions to accompany the student packages is available from Textbook Services, Dade County Public Schools.

D. Tests

Commercially prepared tests correlated with textbooks are available from most publishers.

Smith-Corona, Inc., 701 East Washington Street, Syracuse, NY 13201, has tests on the Parts of Business Letters and Syllabication.

Typewriting Tests. Two sets (W-1 and W-2) of 12 timed writings each (30 copies of each writing). Average syllabic intensity is 1.5—from easy to difficult. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Typing Production Test Booklet. (20 tests; 40¢). New York: Gregg Division of McGraw-Hill Book Company.

E. Transparencies

Callahan, Lois A. Keys to Typewriting. Color. (alphabetic and numeric keyboard; 5-10 days of beginning or refresher course), total $54.50. Western Tape, Box 69, 2273 Old Middlefield Way, Mountain View, CA 94040.

Erickson, Lawrence. Hand Positions, Set No. T-A ($10). Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Gregg Typing Transparency Library (requires Flipatran viewer stage—$7.25), Total, $373. New York: Gregg Division of McGraw-Hill Book Co.

Volume 1, Keyboard (Alphabet)	$ 57.50
Volume 2, Keyboard (Numbers and Symbols)	57.50
Volume 3, Tabulations	57.50

Transparencies. Machine Manipulation (25 visuals), Learning the Keyboard (25 visuals), Basic Typewriting Operations (25 visuals), and Special Applications (25 visuals), with plastic adapter and teacher's manual. Cincinnati: South-Western Publishing Co. (Split-stick mounted, $153.75; spring mounted with wall racks, $275)

X. RESOURCES FOR TEACHERS, Continued

E. Transparencies, Continued

Typing Fundamentals (20 visuals) It includes letter styles and forms and proofreading. Color. Enfield's, 3M Business Systems, 4000 N. W. 30 Avenue, Miami, Florida (633-1551).

Typing Production (20 visuals) Use as an aid in promoting efficiency and productivity. Color. Enfield's 3M Business Systems, 4000 N. W. 30 Avenue, Miami, Florida (633-1551).

Western Publishing Educational Services, 1220 Mound Avenue, Racine, WI 53404, has an assortment of typewriting transparencies including the following:

J8-779 through J8-788—Various types of letters w/overlays
J8-789 through J8-791—Types of punctuation in letters, with overlays
J8-793 and J8-794—Folding for large and small envelopes, with overlays

F. Charts and Posters

Business Teachers Guide, Poster Visual Aids, Dept. W., P. O. Box 114, Conway, NC 03818:

Typing Do's and Duds
Typing Habits, Ugh!
Personality, Ugh!

Eraser Company, Inc., 701 East Washington Street, Syracuse, NY 10013, has a bulletin board chart on all types of envelopes.

Finger Dexterity Drills. Hartford: School Department, Royal Office Typewriters, Division of Litton Industries.

Picture Posters and Wall Charts for Gregg Typing. New York: Gregg Division of McGraw-Hill Book Co.

Combination wall chart and projection screen ($24.50)
Letter-style series—6 posters ($24.50)
Personal-use series—6 posters ($24.50)

Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803. Two-color charts:

Set No. T-1, $20, 5 letter style charts, 25 by 38 inches; includes folding of letter and typing of envelope
Set No. T-2, $15, 5 behavior-pattern cartoons, 19 by 25 inches
Set No. T-4, $15, 5 technique cartoons, 19 by 25 inches
Set No. T-6, $6, one hand-position chart, 25 by 38 inches; several sketches
Set No. T-7, $5, keyboard chart for manual typewriter, 25 by 38 inches
Set No. T-8, $5, IBM Selectric keyboard with simulated key-punch, 25 by 38 inches (can be adapted for any electric keyboard)

X. RESOURCES FOR TEACHERS, Continued

F. Charts and Posters, Continued

Typewriting Keyboard Chart, Cincinnati: South-Western Publishing Co. ($12.75)

G. Films and Filmstrips

Gregg Division of McGraw-Hill Book Co.:
Filmstrips for Gregg Typing (EDL) by Reiter and Lloyd—
Keyboard Reinforcement Set, $35
Manual Typewriter Skill Development Set, $35
Electric Typewriter Skill Development Set, $35
EDL Typing Keyboard Introduction, $35
EDL Typing Skill Development, $87

Gregg Typewriting Series
Set No. 1, set of 6 sound filmstrips and 3 records, $65:
How Typing is Learned—and Why; Getting the Typewriter Ready, Parts 1 and 2; Better Posture; Better Typing; Fundamental Typing Habits; Remedial Typing Techniques.
Set No. 2, set of 8 filmstrips and 4 records, $112:
Basic Tabulation Typing, Basic Manuscript Typing, Basic Letter Typing—Parts 1 and 2, Basic Forms Typing, Basic Display Typing (Principles and Patterns, Methods and Shortcuts—Parts 1 and 2).
From: School Equipment Distributors, 319 Monroe Street, Montgomery, AL 36104.

IBM Selectric, The. 16mm, 8 min., color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-05496.

Right Touch. 16 mm, 18 minutes, color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-13131.

Sterling Educational Films, Inc., 241 East 34 Street, New York, New York 10016, has:

First Step Typing (Beginning Typing), 16mm, 12 minutes, color, 1968.
Posture and the Keyboard, 16mm, 14 minutes, color, 1968.
Remedial Typing, 16mm, 11 minutes, 1968.
Typing Techniques (1), 16mm, 12 minutes, color, 1968. Includes corrections, carbon copies, envelopes, re-alignment.
Typing Techniques (2), 16 mm, 12 minutes, color, 1968. Includes use of electric typewriter, space bar and tab bar, setting margins, the bell, and other manipulative parts; numbers.

X. RESOURCES FOR TEACHERS, Continued

H. Bulletin Boards

Bulletin Board Ideas—Typewriting (1961) and Bulletin Board Ideas for Business Classes, 1965 (also through 1970) Supplement. Delta Pi Epsilon, University of Northern Colorado, Greeley, Colorado. ($1.50 each)

Dewar, Thadys J. and White, Jane F. 200 Visual Teaching Ideas, Portland: J. Weston Walch, 1961.

I. Other Aids

Artistic Typing Headquarters, 4006 Carlisle Avenue, Baltimore, MD 21216, has Typewriter Mystery Games, Art Typing, and Deal-a-Grade.

Proofreading Exercises. Holyoke, Massachusetts: National Blank Book Company.

Proofreading Exercises. New York: Lever Brothers Company.

Teaching-learning aids that are available from South-Western Publishing Company and Gregg Division of McGraw-Hill Book Company:

Certificates of credit and proficiency
Award pins and charms
Progress charts
Rolls of honor

APPENDIX

FUNDAMENTAL SKILLS TEST

Directions: Write in the space provided the word(s) that best complete the following statements.

1. The space bar should be hit with the _____ _____.
2. _____ strokes equals one word in typewriting.
3. _____ spaces are in a horizontal inch of pica type.
4. _____ spaces are in a vertical inch of pica type.
5. _____ spaces are across a sheet of typing paper on a pica machine.
6. How many spaces to the left of center of the paper should the left margin be set for a 70 space line? _____
7. How many blank lines are between two lines of single-spaced copy? _____
8. How many blank lines are there between two lines of double-spaced copy? _____
9. Paragraphs are normally indented _____ spaces.
10. _____ spaces are across a sheet of typing paper using an elite machine.

MACHINE PARTS TEST

1. The _____ holds that part of the paper shown above the line of writing against the cylinder.
2. The _____ is used to adjust the typewriter for single, double, or triple spacing.
3. The _____ supports the paper after it is in place.
4. The _____ guides the left edge of the paper as it is inserted in the typewriter.
5. The _____ is used to twirl the paper into the typewriter.

CENTERING TEST

Directions: Center the announcement vertically on a half-sheet of paper. Center each line horizontally.

SEWING MACHINE LESSONS

WILL BE GIVEN

TO THE INTERMEDIATE AND SENIOR GIRLS

OF THE ST. PAUL SUNDAY SCHOOL

BEGINNING MARCH 11, 197-

Directions: Type this announcement on five post cards and address them to five of your friends.

(Paper will be supplied by the instructor, cut to size)